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Grafton Affordable Housing Trust
30 Providence Road
Grafton, MA 01519

Meeting Minutes

November 12, 2015

A meeting of the Grafton Affordable Housing Trust was held on November 12, 2015 in Conference Room F of the Grafton Memorial Municipal Center.

Present: Chairman John Carlson, Clerk Charles Pratt, and Members Mary Campbell, Dan Crossin, and Bruce Spinney. Also present were Ann Morgan, Assistant Town Planner.

Chairman Carlson called the meeting to order at 7: 01 p.m.

1. Action Items

- a. Recommendation to Board of Selectmen – 47 Cherry Lane: This unit is in the Hilltop Farms 40B development off of Milford Road in South Grafton. It was noted that the Board of Selectmen solicit input from the Trust with regards to the Town's right of first refusal to either purchase the unit or to assist the owned in finding a qualified buyer. By exercising its right of first refusal the monitoring agent would be required to assist the homeowner. CHAPA, the monitoring agent, has the resources to assist whereas the Town does not.

Motion to recommend that the Board of Selectmen exercise the Town's right of first refusal regarding the sale of 47 Cherry Lane made by Mr. Spinney, seconded by Mr. Pratt. Motion passed unanimously 5-0.

- b. Vote to Modify the Declaration of Trust and ratify Town Meeting Action to expand the membership of the Trust – It was noted that Town Meeting had voted to approve the change in Trust membership to expand the number of Trustees to seven, one of which is required to be a member of the Board of Selectmen. Ms. Morgan noted that the Declaration of Trust has to be amended to reflect the same and that the Trust must vote to do so and file its vote and change of language with the Registry of Deeds.

Motion to modify the Declaration of Trust to expand the membership to seven Trustees, one of which is required to be a member of the Board of Selectmen, in accordance with the requirements of the Trust made by Mr. Spinney, seconded by Mr. Crossin. Motion passed unanimously 5-0.

- c. Worcester District Registry of Deeds Form, New Members – tabled to a later meeting.

2. Bills

- a. JM Goldson – 2 Invoices totaling \$1,700.00 – The Trust reviewed the invoices and found them to be in order based on the Scope of Services. Mr. Carlson noted that the project qualifies under the affordable housing parameters of the Community Preservation Act and that the payments should be made from those Trust funds. There was no objection from the other members of the Trust.

Motion to sign the warrant authorizing payment of both invoices from the CPA funds in the Trust account made by Mr. Spinney, seconded by Mr. Crossin. Motion passed unanimously 5-0.

3. Old Business

- a. Affordable Housing Action Plan – Community Forum; Trustees noted that they had read the Summary Report prepared by Ms. Goldson. This work item is the first step towards preparing for the upcoming Community Forum. The report summarizes various reports prepared for the Trust as well as the work of the Trust to date with regards to projects and community outreach. Mr. Spinney stated that he found the summary interesting but that it might not be the best vehicle to base the Community Forum as there as a lot of background material that didn't focus on pointing towards projects. Mr. Carlson noted that this report and the upcoming Stakeholder Interviews would be two of the tools that Ms. Goldson would use to frame the workshop agenda and that the Summary is only intended to be an overview. Mr. Spinney stated that it would be important to find ways to help people understand the complexities of the subject matter.

Mr. Carlson stated that the report listed some Town-owned properties which were inventoried in the Affordable Housing Plan. The Elmwood Street property had already been assessed by the Trust and found to have too many environmental problems to be considered a viable site for housing. He also asked that the 25 Worcester Street be added to the list of Town owned properties to be considered in the future as a possible affordable housing site.

The Trust reviewed the work of staff to promote the upcoming Community Forum including press releases, Grafton Cable Television and direct invites. Invitations to all key stakeholders including all committee members of key Town boards was being prepared. Ms. Morgan noted that she would send a list of all invitees to the Trust for their review and input prior to mailing.

- b. Open Session Meeting Minute – Outstanding; The Trust reviewed the Meeting Minutes report and it was noted that a number of open session minutes were still outstanding. Ms. Morgan noted that she was working on some in the case where the Clerk, Mr. Pratt, was absent. Mr. Pratt noted that he had sent some draft minutes to Ms. Morgan to be ready for the next meeting and would continue to work towards completing other outstanding items.

4. New Business

Mr. Carlson took a moment to welcome the only member of the audience and asked if they would interested in introducing themselves. Linda Hudgins, 55 Church Street, introduced herself and noted that she had sat on the Planning Board when she lived in a different town. She expressed her interest in the work of the Trust noting how important it was for communities to be committed to the issue given the rise in housing costs. Mr. Carlson thanked her for attending and encouraged her to participate in Grafton's local government.

5. Adjournment

Motion to adjourn the meeting made by Mr. Spinney, seconded by Mr. Pratt. Motion passed unanimously, 5-0. The meeting was adjourned at 7:55 p.m.

EXHIBITS

- Town of Grafton – Grafton Trust Action Plan 2016 Project, Summary of Local Housing Needs, Goals & Strategies; prepared by J.M. Goldson, 7 pages.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Charles Pratt", written over a horizontal line.

Charles Pratt, Clerk